

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Mangalagiri, Andhra Pradesh**

F.No. AIIMS/MG/Dean/Leaves & Vacation/04/2020-21

Dt: 26/01/2021

**Sub: Credit of Earned Leave to faculty members in lieu of cancellation of vacation.**

Ref: Note approved by Director vide F.No.AIIMS/MG/Dean/Leaves & Vacation dtd.11/01/2021.

With reference to subject cited above, it is to inform that the credit of earned leaves in lieu of surrendered/cancellation of vacation is as under:

**Calculation of Earned leave in lieu of surrendered summer vacation:**

$$\frac{\text{No. of days of unavailed vacation} \times 20 \text{ (no. of days of EL admissible)}}{\text{Total no. of vacation}}$$

Example:  $\frac{30 \times 20}{78}$  (now 20 days EL is admissible)  
78 (60 days summer vacation + 18 days winter vacation)  
 $\frac{30 \times 20}{78}$   
= 8 days

**Calculation of Earned leave in lieu of surrendered winter vacation:**

Example:  $\frac{9 \times 20}{78}$  (now 20 days EL is admissible)  
78 (60 days summer vacation + 18 days winter vacation)  
 $\frac{9 \times 20}{78}$   
= 2 days

Since due to COVID-19, summer vacation & winter vacation have been cancelled, so that all faculties will be credited **20 days (8 + 8 + 2 + 2 = 20) earned leave** in lieu of cancelled vacation.

This issues with the approval of Director AIIMS Mangalagiri.

*Vamsi Krishna Reddy*  
26/01/2021  
(Dr. K. Vamsi Krishna Reddy)  
Administrative Officer

**Administrative Officer**  
**AIIMS, Mangalagiri**

**Copy to:**

1. The Director, AIIMS Mangalagiri.
2. Dean/MS/DDA/FA/HoDs of AIIMS Mangalagiri.
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